



<https://wovax.com>

## JOB OPPORTUNITY

# WORDPRESS PROJECT MANAGER

### Company Overview

Wovax (<https://wovax.com/>) was founded with the vision of bringing online business to a mobile generation.

We specialize in website and mobile app products that:

- Increase website traffic from search engines through our products' uniquely search engine optimized architecture.
- Retain visitors through strong user experience as well as through mobile apps that website visitors download to their mobile devices.
- Are easy to use and maintain, and are kept up-to-date with the latest technology.
- Are backed by a commitment to the best ongoing technical support and customer support: by real people, with real interactions.

Wovax services an ever-growing number of individuals and corporations across the United States and Canada, across a wide variety of industries.

### Position Overview

	DESIRED	WOULD CONSIDER
POSITION LOCATION	Moscow, Idaho	Remote Workers (US-Based only)
EMPLOYEMENT TYPE	Full-Time	Part-Time (20 hr / week minimum)
SENIORITY LEVEL	Mid-Senior Level	Associate Level
EXPERIENCE LEVEL	3 - 10 years	2 - 3 years

### Position Responsibilities

This position is responsible for taking on new projects sold by the sales team and managing them to successful completion before handing them off to the customer service team.

**PRIMARY DUTIES INVOLVE:**

1. communicating directly with clients

2. coordinating the efforts of Wovax designer(s), developer(s), technician(s), and quality engineer(s), to successfully execute all aspects of the sold project scopes

#### SECONDARY DUTIES (AS NEEDED / AS APPLICABLE) INVOLVE:

1. working alongside technicians as needed to configure product content and basic settings
2. supporting the accounting team with billing and collection processes
3. reviewing the work of designer(s), developer(s), and technician(s) for quality and adherence to project scope and client needs

#### OTHER DUTIES INVOLVE:

1. working with the VP, Operations on ways to continuously improve the speed, efficiency, and quality of Operations as a whole and specifically Project Management
2. in conjunction with the VP, Operations, working with all other teams (Sales, Development, Customer Service, Accounting, and possibly others) on identifying and implementing ways to improve collaboration, speed/efficiency, and profitability
3. Additional duties may be assigned based on need, aptitude, and interest

## Required Skills / Experience

### PROJECT MANAGEMENT

- Highly Organized
- Excellent Communicator (Written and Verbal)
- Strong Customer Service Skills
- Familiar with Contracts and Coordination of Simple Billing Practices
- Able to Successfully Manage Multiple Projects Simultaneously
- Familiarity with Project Management Tools/Platforms (especially Asana)
- Confident / Self-Starter / Pro-Active / Problem Solver

### WORDPRESS

- Experience Building and Managing WordPress Websites Through the WordPress CMS Interface (Dashboard / Themes / Plugins / Settings Pages / Etc. -- *WordPress coding experience is helpful but not required*)

### WEBSITE DESIGN & DEVELOPMENT

- Familiar with Website Design / User Interface Principles and Techniques (an "Eye for Design" and "User Experience")
- Familiar with Website Development and the Interface with Server and Domain Platforms (Especially Common Terminology and Basic Troubleshooting Techniques)
- Familiar with Performing and Directing Quality Testing & Quality Assurance Practices for Website Projects

## Preferred (but not Mandatory) Skills / Experience

### START-UP

- Prior Experience Working for a Start-up Company

### GRAPHIC DESIGN

- Experience Designing Websites and Associated Graphics Using Photoshop, Illustrator, or Similar

### MOBILE APPLICATIONS

- Familiarity with Mobile App Usability and Best Practices for Apple and Android

### WEBSITE CODING

- Familiarity with Basic HTML and CSS coding
- Familiarity with Basic MySQL queries

### STAFF MANAGEMENT

- Experience with Managing Direct Reports

### REAL ESTATE / EDUCATION INDUSTRIES

- Wovax is Rapidly Growing In Both the Real Estate and Public/Private Education industries  
-- *Prior Experience in Either Should Be Noted In Your Application*

## Compensation

### BASE SALARY

- Depends on Experience -- *please submit minimum salary requirements with application*

### PROFIT SHARING

- This position would be eligible to participate in Wovax's Profit Sharing plan

## To Apply

Send your resume and minimum salary requirements to [lendl@wovax.com](mailto:lendl@wovax.com)